

JOB DESCRIPTION

Job Title:	Finance Manager
Department:	Finance
Reports to:	Head of Finance (interim)
Reports:	Finance Assistant and ad hoc administrative resource
Liaises with:	All Departments and external contacts at all levels

BACKGROUND AND CONTEXT

English National Ballet (ENB/the Company) exists to take world-class ballet to as many people as possible; delighting them with the traditional and inspiring them with the new. The Company currently has 72 dancers and its own orchestra (ENB Philharmonic), which is supported by 150 staff across central departments.

ENB's artistic output, reputation and ambition is growing rapidly and at a crucial stage in its history; celebrating its 70th birthday in 2020. We have recently moved to a new purpose-built home on London City Island, Canning Town (the cultural anchor of a new community). Our new building combines a unique production studio, modern training facilities, teaching and rehearsal studios, and spaces for the public to view our work, eat and drink in a state-of-the-art environment. The move provides the physical space we need to achieve our vision to be the country's most creative, diverse and exciting ballet company and puts the Company at the heart of East London's creative industries and infrastructure, enabling long term partnering opportunities with local artists, higher education organisations and corporates.

In order to meet the requirements of our funding from the Arts Council England (2018/19 to 2021/22), we must make sure the foundational corporate services are strengthened to support the growth of the company, which incorporates maintaining our ambitious expansion of repertoire being performed, to continue to develop new works and to support our ability to deliver a public focussed service at London City Island.

PURPOSE OF THE ROLE

By supporting ENB's vision, the Finance Manager will work closely with the interim Head of Finance to support the delivery of timely and accurate financial reports for the Company and lead on day-to-day financial transactions, providing leadership and management support to direct reports. The role will business partner a number of key Departments in the organisation, including Development (fundraising), Engagement, Marketing, Human Resources and Executive.

The Finance Manager has a key operational role, contributing to delivering our strategic priorities by focussing on strengthening our ability to meet our organisational challenges through:

- Managing a tight financial envelope and significant financial risk,
- Providing timely information and efficiencies so that we can maintain our artistic impact and make it pay so that we have a sound financial base,
- Growing our revenue streams to meet both our commercial drive and artistic vision, with an innovative, ethical and culturally inclusive approach,
- Increasing our commercial skills and striving to develop and professionalise our corporate services function.

KEY RESPONSIBILITIES

Team Management

- Manage and develop direct reports providing a high level of customer service, responsiveness, and proactivity, focussed on efficiency, accuracy and timeliness.
- Provide professional supervision ensuring work is reviewed; management information is user-friendly, timely, accurate, and on-the-job training and development is modelled and supported.
- Build a positive culture within the team to have a sustainable, fun and hardworking cohort of financial professionals.

Strategic Planning and Operational Delivery

- Production of the monthly management accounts.
- Preparation of the annual budget and quarterly forecasts in liaison with the budget holders.
- Oversee the purchase ledger function and provide cover for team absences.
- Approve new supplier set ups and bank detail changes on SUN.
- Review the weekly BACS and appropriate authorisation on banks.
- Review the weekly payroll for suppliers and freelancers.
- Contribute towards cash flow management/projections.
- Assisting in preparation of the year end accounts and the various balance sheet reconciliations.
- Contribute towards streamlining processes and the preparation of finance procedure manuals.
- Manage the corporate credit cards and the monthly reconciliation.
- Support the interim Head of Finance in some aspects of tax compliance, especially VAT returns, and other statutory returns.

Business Partnering

- Support the Development (fundraising), Engagement, Marketing, Human Resources and Executive Departments by being a trusted advisor providing real time support and analysis to aid decision making.
- Provide regular and accurate management reporting, understanding variances against business needs, providing advice to mitigate financial risk and highlighting concerns to senior finance colleagues as appropriate.
- Ensure proactive budgeting and forecasting support is in place to manage good control of information.
- Financial modelling of options and analysis for decision-support.
- Identify and influence positive improvements, provide guidance and support, assist business partners and their teams to control costs within approved budgets

General

- Undertake any other relevant duties that fall under the general scope of this role, as instructed by the interim Head of Finance, and /or, Finance Director.
- Participate in the provision of the safe working environment, adhering to the Company's health and safety policies at all times.

PERSON SPECIFICATION

Experience and Knowledge

- ACA/ACCA/CIMA fully qualified accountant with significant post qualification working experience in the Charity/Not for Profit/Arts sectors (especially touring performing companies).
- Demonstrable experience of effectively managing/reviewing/improving, finance systems and internal processes.
- Proven experience of financial and management reporting, audit management, charity tax and VAT (including partial exemption) and commercial financial analysis.
- Proven experience of supporting, developing and (effectively) performance managing individuals to deliver financial prowess to complement an organisations financial model.
- Experienced in using CRM and box office systems (Tessitura) and various finance systems (as an Administrator), with a working knowledge of Payroll.

Skills and Abilities

- Exemplary communication (written and verbal) and actively listening skills with the ability to articulate financial statuses, accurately and succinctly.
- Exceptional proficient accuracy and attention to detail, with a highly numerate ability.
- Ability to work well under pressure, prioritising own work load, whilst dealing with conflicting deadlines, with an efficient, focussed and calm approach.
- Good influencing skills with a personal drive to get the results required to support the wider organisation make the best decisions on a timely basis.
- Strong IT skills including Microsoft office, particularly Excel, Word, and finance general ledger software
- Proficient working knowledge of SUN Systems V6.3 and Q&A
- Proficient with bank and POS systems
- Experience with CRM and box office systems (Tessitura)

Mind Set

- Gravitas and confidence to gain respect and credibility quickly and at all levels across the Company.
- Acute self-awareness and of others in a progressive and demanding arts and dance environment.
- Performance driven with a professional and ethical approach in all aspects of your work as an ambassador for the Company.
- Effective in balancing work and life demands.

This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.